

N/P

Chief, Management Staff

1 August 1957

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Weekly Report - Week Ending 31 July 1957

Contributionsa. Tangible

- (1) The Records Center received 137 cubic feet of inactive records and destroyed 43 cubic feet.
- (2) A Subject-Numeric File System has been installed in the Casualty Affairs Branch of the Office of Personnel. In conjunction with the filing installation, about a file drawer of inactive records were either destroyed or transferred to the Records Center.
- (3) Nineteen new and revised forms were completed and 6 old forms eliminated.
- (4) In cooperation with the Office of Basic Intelligence, approximately 30 percent in paper requirements were saved by reducing the size of a form they requested.

b. Intangible

- (1) Completed a review of a supply Catalog issued by the Office of Logistics and advised them of its incompleteness. It was determined that the catalog was inaccurate because it contained obsolete forms, some that were not stocked and did not list some forms that should have been included. It was also determined that some of the information included in the catalog should have been handled on a classified, rather than an unclassified basis. This information has been given to the Supply Division.

2. Assignments - (Active)

- a. Review of Records Control Schedule, Office of Personnel - Project is 35 percent completed.
- b. Twenty-one <sup>new</sup> and revised forms in process.
- c. Preparation of a pamphlet, "Do You Have a Space Problem".
- d. Review of Records Control Schedule, Govment Staff.
- e. Review of Records Control Schedule, Office of National Estimates.

3. Assignments - (Inactive)

- a. Review of Vital Personnel Records.
- b. Review of Records Control Schedule, DDP.

4. News

- a. Construction has begun on the addition to the Records Center. Utility lines have been relocated and actual digging has begun.

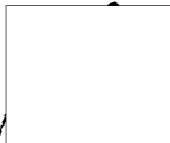
b.



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Fm (1 Aug 57)



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